

UNIQUE APPENDICES

STATE OF MINNESOTA

Department of Employment and Economic Development

Minnesota Housing Finance Agency

Minnesota Department of Human Services

NOTICE OF PUBLIC HEARINGS

STATE OF MINNESOTA 2019 HOUSING AND COMMUNITY DEVELOPMENT ANNUAL ACTION PLAN (ACTION PLAN)

The State of Minnesota is developing its annual Action Plan for 2019 and encourages citizen and community participation in its development.

The state annually submits an Action Plan to the U.S. Department of Housing and Urban Development (HUD) in order to receive federal housing and community development funding through the Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grants, Housing Opportunities for Persons with AIDS programs, and the national Housing Trust Fund (HTF). This Action Plan reflects year three of the state's 2017-2021 Consolidated Plan which examines the housing and community development needs of the state, and sets priorities for allocating HUD funds.

The state will hold its first public hearing about the Action Plan on **Thursday February 21, 2019**, to gather community input on housing and community development needs and how federal funding should be allocated in the state. This hearing will be held at 4:00 PM at the Minnesota Department of Human Services, Room 1240, 444 Lafayette Road, St. Paul. Free parking is available in parking lot C adjacent to the building.

A second public hearing on the Action Plan will be held on **Tuesday, May 7, 2019**, for review and comment on the draft Action Plan, which will be available for public review and comment beginning April 10, 2019. The draft Action Plan will be available at <http://www.mnhousing.gov> and <http://mn.gov/deed/government/financial-assistance/community-funding/>. This hearing will be held at 4:00 PM at the Minnesota Housing Finance Agency, 400 Wabasha Street, Suite 400, St. Paul. Limited free guest parking is available in the adjacent Treasure Island Center garage, enter from 6th Street.

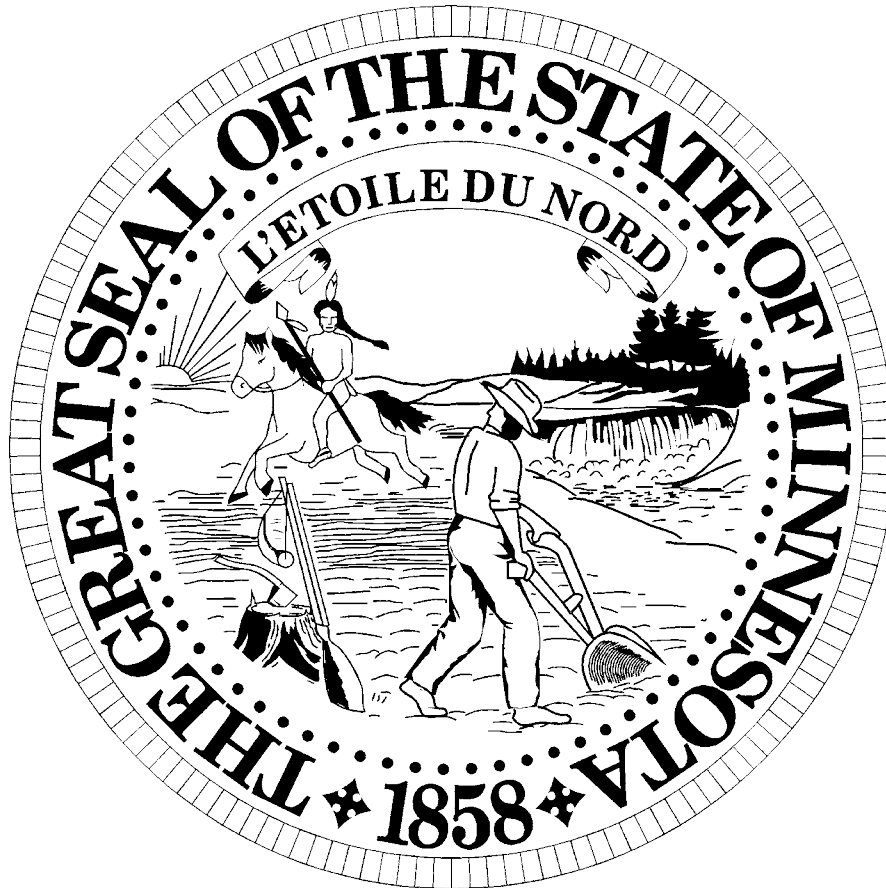
Comments on the draft Action Plan will be accepted until close of business **May 9, 2019**. Written public

comments should be submitted to: Action Plan, Attn: Michelle Vang; Minnesota Department of Employment and Economic Development; First National Bank Building; 332 Minnesota Street, Suite E200; St. Paul, MN 55101-1351; or by email to michelle.vang@state.mn.us. Hard copies of the Action Plan can be obtained by calling Michelle Vang, (651) 259-7504 or 1-800-657-3858, or by TTY 1-800-282-5909.

The State will consider any comments from individuals or groups received in writing or at public hearings. A summary of the written and public hearing comments on the Action Plan and the State's responses will be included in the final Action Plan. The Action Plan and, if necessary, substantial amendment, will be submitted to HUD after HUD notifies the State of its fiscal year 2019 allocations.

Minnesota State Register

Published every Monday (Tuesday when Monday is a holiday)



**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;
Executive Orders; Appointments; Commissioners' Orders; Revenue Notices;
Official Notices; State Grants & Loans; State Contracts;
Non-State Public Bids, Contracts and Grants**

**Monday 4 February 2019
Volume 43, Number 32
Pages 927 - 944**

Minnesota State Register

Judicial Notice Shall Be Taken of Material Published in the *Minnesota State Register*

The *Minnesota State Register* is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes*, Chapter 14, and *Minnesota Rules*, Chapter 1400. It contains:

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|--------------------------|-------------------------------------------|---------------------------------|------------------------------------------------------------------------|
| • Proposed Rules | • Executive Orders of the Governor | • Commissioners' Orders | • Contracts for Professional, Technical and Consulting Services |
| • Adopted Rules | • Appointments | • Revenue Notices | • Non-State Public Bids, Contracts and Grants |
| • Exempt Rules | • Proclamations | • Official Notices | |
| • Expedited Rules | • Vetoed Rules | • State Grants and Loans | |
| • Withdrawn Rules | | | |

Printing Schedule and Submission Deadlines

Vol. 43 Issue Number	PUBLISH DATE (BOLDFACE shows altered publish date)	Deadline for: all Short Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical- Consulting Contracts, Non-State Bids and Public Contracts	Deadline for LONG, Complicated Rules (contact the editor to negotiate a deadline)
# 33	Monday 11 February	Noon Tuesday 5 February	Noon Thursday 31 January
# 34	Tuesday 19 February	Noon Tuesday 12 February	Noon Thursday 7 February
# 35	Monday 25 February	Noon Tuesday 19 February	Noon Thursday 14 February
# 36	Monday 4 March	Noon Tuesday 26 February	Noon Thursday 21 February

PUBLISHING NOTICES: We need to receive your submission **ELECTRONICALLY in Microsoft WORD format**. Submit ONE COPY of your notice via e-mail to: sean.plemmons@state.mn.us. State agency submissions must include a "State Register Printing Order" form, and, with contracts, a "Contract Certification" form. Non-State Agencies should submit **ELECTRONICALLY in Microsoft WORD**, with a letter on your letterhead stationery requesting publication and date to be published. Costs are \$16 per tenth of a page (columns are seven inches wide). One typewritten, double-spaced page = 6/10s of a page in the State Register, or \$96. About 1.5 pages typed, double-spaced, on 8-1/2"x11" paper = one typeset page in the *State Register*. Contact editor with questions (651) 201-3204, or e-mail: sean.plemmons@state.mn.us.

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- **Single issues** are available for a limited time: Minnesota State Register \$5.00.
- **"Affidavit of Publication"** includes a notarized "Affidavit" and a copy of the issue: \$15.00.
- **Research Services** - will look up, photocopy, and fax or send copies from past issues at \$1.00 per page.

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Minnesota Legislative Information

Senate Public Information Office

(651) 296-0504
State Capitol, Room 231, St. Paul, MN 55155
<http://www.senate.mn>

Minnesota State Court System

Court Information Office (651) 296-6043
MN Judicial Center, Rm. 135,
25 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155
<http://www.mncourts.gov>

House Public Information Services

(651) 296-2146
State Office Building, Room 175
100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155
<https://www.house.leg.state.mn.us/hinfo/hinfo.asp>

Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498
U.S. Government Printing Office – Fax: (202) 512-1262
http://www.access.gpo.gov/su_docs/aces/aces140.html

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A subscription to the **STATE REGISTER** gets you the **EARLIEST DELIVERY**. Instead of waiting until Monday at 8:00 a.m. when the magazine is posted on our website, we'll **SEND** you the magazine on Friday at close of business with the State, 4:30 pm: 2-1/2 days early.

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Minnesota Rules: Amendments and Additions

NOTICE: How to Follow State Agency Rulemaking in the State Register

The State Register is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the State Register. Published every Monday, the State Register makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific Minnesota Rule chapter numbers. Every odd-numbered year the Minnesota Rules are published. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the State Register.

An agency must first solicit Comments on Planned Rules or Comments on Planned Rule Amendments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (Minnesota Statutes §§ 14.101). It does this by publishing a notice in the State Register at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as Proposed Rules, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules, and withdrawn proposed rules, are also published in the State Register. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the State Register as Adopted Rules. These final adopted rules are not printed in their entirety, but only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the State Register, the issue the rule appeared in as proposed, and later as adopted.

The State Register features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive (issue #26 cumulative for issues #1-26); issues #27-38 inclusive (issue #39, cumulative for issues #1-39); issues #40-52 inclusive, with final index (#1-52, or 53 in some years). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the State Register, contact Minnesota's Bookstore, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155, phone: (612) 297-3000, or toll-free 1-800-657-3757. TTY relay service phone number: (800) 627-3529.

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Proposed Rules

Comments on Planned Rules or Rule Amendments. An agency must first solicit Comments on Planned Rules or Comments on Planned Rule Amendments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

Rules to be Adopted After a Hearing. After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

Rules to be Adopted Without a Hearing. Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.1414.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

KEY: Proposed Rules - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

Minnesota Gambling Control Board

NOTICE OF HEARING for Proposed Amendment to Rules Governing Lawful Gambling, Primarily Lawful Gambling Electronic Games, Sports-Themed Tipboards, and Other Changes

Proposed Amendment to Rules Governing Lawful Gambling, Primarily Lawful Gambling Electronic Games, Sports-Themed Tipboards, and Other Changes; Minnesota Rules, Chapters 7861, 7863, and 7864; Repealing Minnesota Rules, part 7861.0210, subpart 33a; Revisor ID # RD4555; OAH docket number 60-9017-35616

Public Hearing. The Minnesota Gambling Control Board intends to adopt rules after a public hearing following the procedures in the rules of the Office of Administrative Hearings, Minnesota Rules, parts 1400.2200 to 1400.2240, and the Administrative Procedure Act, Minnesota Statutes, sections 14.131 to 14.20. The agency will hold a public hearing on the above-named rules at 1711 West County Road B, Suite 300 South, Roseville, Minnesota, starting at 9:00 a.m. on Friday, March 8, 2019, until time hearing ends. The agency will schedule additional days of hearing if necessary. All interested or affected persons will have an opportunity to participate by submitting either oral or written data, statements, or arguments. Statements may be submitted without appearing at the hearing.

Administrative Law Judge. Administrative Law Judge James E. LaFave will conduct the hearing. Judge LaFave's Legal Assistant Ian Lewenstein can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, St. Paul, Minnesota 55164-0620, telephone (651) 361-7900, and fax (651) 539-0310 or ian.lewenstein@state.mn.us. The rule hearing procedure is governed by Minnesota Statutes, sections 14.131 to 14.20,

Proposed Rules

and by the rules of the Office of Administrative Hearings, Minnesota Rules, parts 1400.2000 to 1400.2240. You should direct questions about the rule hearing procedure to the administrative law judge.

Subject of Rules, Statutory Authority, and Agency Contact Person. The proposed rules are primarily about lawful gambling electronic games, sports-themed tipboards, and other changes, and repeal Minnesota Rules, part 7861.0210, subpart 33a (definition of local server).

The proposed rules improve the integrity of lawful gambling. Some of the proposed rule changes are focused on the conduct of lawful gambling electronic gaming and provide additional clarity in terms of strengthening the standards for the operation of this lawful gambling format, including the repeal of using local servers (which are not a required component) at permitted lawful gambling sites. The proposed rules also limit some of the graphic animations involved with electronic games, animations that could be viewed as mimicking a slot machine which is prohibited for electronic pull-tab devices. Additionally, there are modifications to the rules covering (paper) tipboard games with specific focus for allowing the winning chances to be based on a professional sporting event as allowed under the laws of Minnesota 2012 (Minnesota Laws 2012, Chapter 299). There are some other changes, such as standardizing definitions to help bring uniformity and additional clarity and improve the integrity of operations.

The proposed rules are authorized by Minnesota Statutes, Section 349.151, subdivision 4, paragraph (a), clauses (5) and (20); subdivision 4e; and subdivision 13.

A free copy of the rules is available from the agency contact person and is also available on the Board's website at <http://www.mn.gov/gcb/assets/rd4555.pdf>. The agency contact person is Peggy Mancuso at Minnesota Gambling Control Board, 1711 West County Road B, Suite 300 South, Roseville, MN 55113; phone (651) 539-1951; fax (651) 639-4032; peggy.mancuso@state.mn.us.

Statement of Need and Reasonableness. The statement of need and reasonableness contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. It is available on the agency's website at <http://www.mn.gov/gcb/assets/sonar.pdf> or from the agency contact person.

Public Comment. You and all interested or affected persons, including representatives of associations and other interested groups, will have an opportunity to participate. The administrative law judge will accept your views either orally at the hearing or in writing at any time before the close of the hearing record. Submit written comments to the administrative law judge at the address above or via the Office of Administrative Hearings Rulemaking eComments website at <https://minnesotaoah.granicusideas.com/discussions>. All evidence that you present should relate to the proposed rules. You may also submit written material to the administrative law judge to be recorded in the hearing record for five working days after the public hearing ends. At the hearing the administrative law judge may order this five-day comment period extended for a longer period but for no more than 20 calendar days. Following the comment period, there is a five-working-day rebuttal period during which the agency and any interested person may respond in writing to any new information submitted. No one may submit additional evidence during the five-day rebuttal period. The Office of Administrative Hearings must receive all comments and responses submitted to the administrative law judge no later than 4:30 p.m. on the due date. All comments or responses received are public and will be available for review at the Office of Administrative Hearings.

The agency requests that any person submitting written views or data to the administrative law judge before the hearing or during the comment or rebuttal period also submit a copy of the written views or data to the agency contact person at the address stated above.

Alternative Format/Accommodation. Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

Modifications. The agency may modify the proposed rules as a result of the rule hearing process. It must support modifications by data and views presented during the rule hearing process. The adopted rules may not be substantially

Proposed Rules

different from these proposed rules, unless the agency follows the procedure under Minnesota Rules, part 1400.2110. If the proposed rules affect you in any way, the agency encourages you to participate.

Adoption Procedure after the Hearing. After the close of the hearing record, the administrative law judge will issue a report on the proposed rules. You may ask to be notified of the date when the judge's report will become available, and can make this request at the hearing or in writing to the administrative law judge. You may also ask to be notified of the date that the agency adopts the rules and files them with the Secretary of State, or ask to register with the agency to receive notice of future rule proceedings. You may make these requests at the hearing or in writing to the agency contact person stated above.

Lobbyist Registration. Minnesota Statutes, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. You should direct questions regarding this requirement to the Campaign Finance and Public Disclosure Board at: Suite #190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (651) 539-1180 or 1 (800) 657-3889.

Order. I order that the rulemaking hearing be held at the date, time, and location listed above.

Date: January 22, 2019

Tom Barrett, Executive Director
Minnesota Gambling Control Board

Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

Department of Health

Division of Health Regulation – Managed Care Systems Section Notice of Application for Essential Community Provider Status

NOTICE IS HEREBY GIVEN that an application for designation as an Essential Community Provider (ECP) has been submitted to the Commissioner of Health by Community Care Clinics of Minnesota. Clinical services are offered at 2800 Chicago Avenue, Suite 100, Minneapolis; and 920 East 28th Street, Suite LL40, Minneapolis.

An ECP is a health care provider that serves high-risk, special needs, and underserved individuals. In order to be designated as an ECP, a provider must demonstrate that it meets the requirements of *Minnesota Statutes* Section 62Q.19 and *Minnesota Rules* Chapter 4688. The public is allowed 30 days from the date of the publication of this notice to submit written comments on the application. The commissioner will approve or deny the application once the comment period and compliance review is complete.

For more information contact:

Anne Kukowski
Managed Care Systems Section
Division of Health Regulation
Minnesota Department of Health
P.O. Box 64882
St. Paul, MN 55164-0882
651-201-5173

Official Notices

Department of Health

Division of Health Regulation – Managed Care Systems Section

Notice of Application for Essential Community Provider Status

NOTICE IS HEREBY GIVEN that an application for designation as an Essential Community Provider (ECP) has been submitted to the Commissioner of Health by Mahube-Otwa Community Action Partnership, Inc. Clinical services are offered at Mahube-Otwa Community Action Partnership, Inc., 1125 West River Road, Detroit Lakes, Minnesota 56502; Family Health, 119 Graystone Plaza, Detroit Lakes, 56501; Family Health, 128 West Cavour Avenue, Fergus Falls, 56537; Family Health, 200 1st Avenue South, Perham, 56753; Family Health, 311 Jefferson Street South, Wadena, 56482; CentraCare, 50 CentraCare Drive, Long Prairie, 56347; Family Center, 245 Barclay Avenue, Pine River, 56474; Stearns County Public Health, 10 East Highway 28, Morris, 56267; and University of Minnesota Morris, 600 East 4th Street, Morris 56267.

An ECP is a health care provider that serves high-risk, special needs, and underserved individuals. In order to be designated as an ECP, a provider must demonstrate that it meets the requirements of *Minnesota Statutes* Section 62Q.19 and *Minnesota Rules* Chapter 4688. The public is allowed 30 days from the date of the publication of this notice to submit written comments on the application. The commissioner will approve or deny the application once the comment period and compliance review is complete.

For more information contact:

Anne Kukowski
Managed Care Systems Section
Division of Health Regulation
Minnesota Department of Health
P.O. Box 64882
St. Paul, MN 55164-0882
651-201-5173

Minnesota Higher Education Facilities Authority

Notice of Public Hearing on Revenue Obligations

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Minnesota Higher Education Facilities Authority (the “Authority”) with respect to a proposal to issue revenue bonds or other obligations on behalf of the University of St. Thomas (the “University”), as owner and operator of University of St. Thomas, at the Authority’s office at 380 Jackson Street, Suite 450, St. Paul, Minnesota on **February 20, 2019, at 2:00 p.m.**

Under the proposal, the Authority would issue its revenue bonds or other obligations in one or more issues or series in an original aggregate principal amount of up to approximately \$95,000,000 to finance a project (the “Project”) consisting of site preparation (including demolition of existing buildings) for and design, acquisition, construction, improvement and equipping of new undergraduate student housing on the University’s St. Paul, Minnesota, campus, specifically, a five-story, approximately 480-bed pod-style dormitory building with a dining hall and approximately 125 underground parking spaces, on the site of the existing John Paul II residence hall (to be demolished), and a five-story, suite-style residence hall for approximately 200 students with a community kitchen and approximately 100 underground parking spaces, on the site of the existing Faculty Residence apartments (to be demolished). The Project may also include renovation of certain other existing undergraduate student resident facilities on the University’s St. Paul campus.

All the facilities and improvements to be financed by the Project are or will be owned and operated by the University. The principal street address of the University’s St. Paul campus is 2115 Summit Avenue, St. Paul, Minnesota.

At said time and place the Authority shall give all parties who appear or have submitted written comments an opportunity to express their views with respect to the proposal to undertake and finance the Project.

Dated: February 4, 2019

By Order of the
Minnesota Higher Education Facilities Authority
Barry W. Fick, Executive Director

Department of Employment and Economic Development, Minnesota Housing and Department of Human Services Notice of Public Hearings for the State of Minnesota 2019 Housing and Community Development Annual Action Plan (Action Plan)

The State of Minnesota is developing its annual Action Plan for 2019 and encourages citizen and community participation in its development.

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A second public hearing on the Action Plan will be held on **Tuesday, May 7, 2019**, for review and comment on the draft Action Plan, which will be available for public review and comment beginning April 10, 2019. The draft Action Plan will be available at <http://www.mnhousing.gov> and <http://mn.gov/deed/government/financial-assistance/community-funding/>. This hearing will be held at 4:00 PM at the Minnesota Housing Finance Agency, 400 Wabasha Street, Suite 400, St. Paul. Limited free guest parking is available in the adjacent Treasure Island Center garage, enter from 6th Street.

Comments on the draft Action Plan will be accepted until close of business **May 9, 2019**. Written public comments should be submitted to: Action Plan, Attn: Michelle Vang; Minnesota Department of Employment and Economic Development; First National Bank Building; 332 Minnesota Street, Suite E200; St. Paul, MN 55101-1351; or by email to michelle.vang@state.mn.us. Hard copies of the Action Plan can be obtained by calling Michelle Vang, (651) 259-7504 or 1-800-657-3858, or by TTY 1-800-282-5909.

The State will consider any comments from individuals or groups received in writing or at public hearings. A summary of the written and public hearing comments on the Action Plan and the State's responses will be included in the final Action Plan. The Action Plan and, if necessary, substantial amendment, will be submitted to HUD after HUD notifies the State of its fiscal year 2019 allocations.

Minnesota Pollution Control Agency (MPCA) Watershed Division

Notice of Availability of the Draft Minnesota River *E. coli* Total Maximum Daily Load (TMDL) for the Minnesota River Basin and Request for Comment

Public comment period begins: February 4, 2019

Public comment period ends: 4:30 on March 6, 2019

The Minnesota Pollution Control Agency (MPCA) is requesting comments on the Minnesota River *E. coli* TMDL for the Minnesota River Basin. The draft report is available for review at:

<https://www.pca.state.mn.us/water/total-maximum-daily-load-tmdl-projects>

Official Notices

The Lower Minnesota River Watershed spans 1,835 square miles from east central Renville County to southwestern Ramsey County, encompassing a majority of Sibley, Le Sueur, Scott, and Carver counties, and portions of McLeod, Nicollet, Rice, Dakota, and Hennepin counties. Several metro cities make up the northeast portion and extensive cropland comprises much of the remaining areas. Many lakes and streams of this watershed were addressed. The main stem of the Minnesota River is not specifically addressed in this project. The subject pollutants included sediment, phosphorus, *E. coli* bacteria and chloride.

Written comments on the draft report must be sent to the MPCA contact person listed below by March 6, 2019 by 4:30 p.m. The MPCA will prepare responses to comments received and make any necessary revisions to the document.

Subsequent to the revision(s), the draft TMDLs will be submitted to the EPA for approval.

The TMDL Report focuses on pollution caused by fecal coliform and *E. coli*. The TMDL Report is a scientific study that calculates the maximum amount of a pollutant that a water body can receive (known as the "loading capacity") without exceeding water quality standards.

The Minnesota River *E. coli* TMDL is located in the Minnesota River Basin.

Agency contact person: Written comments and requests for more information should be directed to:

Scott MacLean
Watershed Division
Minnesota Pollution Control Agency
12 Civic Center Plaza, Suite 2165
Mankato, MN 56001
Phone: 507-344-5250
Email: scott.macleam@state.mn.us
MPCA website: <http://www.pca.state.mn.us/water/tmdl>

Preliminary determination on the draft Minnesota River *E. coli* TMDL: The MPCA Commissioner has made a preliminary determination to submit this TMDL Report to the EPA for final approval. A draft report is available for review at the MPCA office at the address listed below and at the MPCA Website:

<https://www.pca.state.mn.us/water/total-maximum-daily-load-tmdl-projects>. Suggested changes will be considered before the TMDL Report is sent to the EPA for approval.

Written comments: You may submit written comments on the conditions of the draft TMDL Report or on the Commissioner's preliminary determination. Written comments must include the following:

1. A statement of your interest in the draft TMDL Report;
2. A statement of the action you wish the MPCA to take, including specific references to sections of the draft documents that you believe should be changed; and
3. The reasons supporting your position, stated with sufficient specificity as to allow the Commissioner to investigate the merits of your position.

Petition for public informational meeting: You also may request that the MPCA Commissioner hold a public informational meeting. A public informational meeting is an informal meeting that may be held to solicit public comment and statements on matters before the MPCA, and help clarify parts of the document and resolve issues. A petition requesting a public informational meeting must include the following information:

1. A statement identifying the matter of concern;
2. The information required under items 1 through 3 of "Written comments," identified above;
3. A statement of the reasons for holding a public informational meeting; and
4. The issues that you would like addressed at the public informational meeting.

Petition for contested case hearing: You also may submit a petition for a contested case hearing. A contested case hearing is a formal hearing before an administrative law judge that provides evidence on issues requested to be change. In accordance with Minn. R. 7000.1900, the MPCA will grant a petition to hold a contested case hearing if it finds that: (1) there is a material issue of fact in dispute concerning the application or draft TMDL Report; (2) the MPCA has the jurisdiction to make a determination on the disputed material issue of fact; and (3) there is a reasonable basis underlying the disputed material issue of fact or facts such that the holding of the contested case hearing would allow the introduction of information that would aid the MPCA in resolving the disputed facts in making a final decision on the draft TMDL Report. A material issue of fact means a fact question, as distinguished from a policy question, whose resolution could have a direct bearing on a final MPCA decision. A petition for a contested case hearing must include the following information:

1. A statement of reasons or proposed findings supporting the MPCA decision to hold a contested case hearing according to the criteria in Minn. R. 7000.1900, as discussed above; and
2. A statement of the issues proposed to be addressed by a contested case hearing and the specific relief requested or resolution of the matter.

In addition, and to the extent known, a petition for a contested case hearing should also include the following information:

1. A proposed list of prospective witnesses to be called, including experts, with a brief description of proposed testimony or summary of evidence to be presented at a contested case hearing;
2. A proposed list of publications, references, or studies to be introduced and relied upon at a contested case hearing; and
3. An estimate of time required for you to present the matter at a contested case hearing.

MPCA Decision: The written comments, requests, and petitions submitted on or before the last day of the public comment period will be considered in the final decision on this Report. If the MPCA does not receive written comments, requests, or petitions during the public comment period, the MPCA staff as authorized by the Commissioner, will make the final decision on the draft Report.

State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts Section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself. Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

SEE ALSO: Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

Department of Employment and Economic Development (DEED) Notice of Grant Opportunity

NOTICE IS HEREBY GIVEN that the Minnesota Department of Employment and Economic Development (DEED) places notice of any available grant opportunities online at <https://mn.gov/deed/about/contracts/>

State Contracts

Informal Solicitations: Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Website at www.mmd.admin.state.mn.us for informal solicitation announcements.

Formal Solicitations: Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

Requirements: There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements: \$0 - \$5,000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600 \$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days; \$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days.

Department of Administration Notice of Contract Opportunity for Bicycle and Scooter Rental Services

PROJECT NAME: Bicycle and Scooter Rental Services

DETAILS: The Minnesota Department of Administration is requesting proposals to offer tenants and visitors an opportunity to rent scooters and bicycles as a means of alternative transportation while traversing Capitol complex.

Work is anticipated to start after April 15, 2019.

COPY REQUEST: Requests for Proposals will be available through February 25, 2019. To get a copy of the Request for Proposals, you may pick up a copy from our office at the address below or send a written request by email, to:

Anne Johnson
Transportation Coordinator
Facilities Management Division
50 Sherburne Avenue, Room G10
St. Paul, MN 55155
Email: Anne.johnson@state.mn.us

PROPOSAL DEADLINE: Proposals submitted in response to the Request for Proposals in this advertisement must be received in Facilities Management by mail or hand delivery to the above address no later than **4 PM on March 22, 2019. Late proposals will not be considered.** Email and faxed proposals will not be considered.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Department of Administration

Real Estate and Construction Services

Notice of Availability of Request for Qualifications (RFQ) for Construction Manager at Risk for Capitol Complex – Physical Security Upgrades

NOTICE IS HEREBY GIVEN that the State of Minnesota Department of Administration, represented by Real Estate and Construction Services Division (RECS), is seeking Construction Manager at Risk services for the Capitol Complex - Physical Security Upgrades Project, St. Paul, MN.

A full Request for Qualifications is available on the Department of Administration's Virtual Plan Room at <http://www.ipdservices.com/clients/MMD/>, with the Project Name "CMRisk Capitol Complex - Physical Security Upgrades RFQ – (RECS#02CP0107)" and may be downloaded for a fee of \$7.00. To be considered for selection and a contract, responses must be submitted by the date and time indicated in the RFQ.

A mandatory informational meeting is tentatively scheduled for Tuesday, February 19, 2019 at 9:00 a.m. C.S.T. Project questions will be taken by Talia Landucci Owen at talia.landucci-owen@state.mn.us. Questions regarding this RFQ must be received by Monday, February 25, 2019 at 3:00 p.m. C.S.T.

Responses must be received by the Real Estate and Construction Services, Department of Administration, 309 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155, Attn.: Talia Landucci Owen, no later than **Monday, March 11, 2019 by 12:00 noon C.S.T.** Late responses will not be accepted.

The Department of Administration, Real Estate and Construction Services Division is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Minnesota Department of Agriculture

Division of Pesticide and Fertilizer Management

Notice of Contract Opportunity for Southeast Minnesota Groundwater Video

Project Name: Southeast Minnesota Groundwater Video

Details: The Minnesota Department of Agriculture (MDA) requests proposals to create a narrated educational video and graphics illustrating how groundwater moves in southeast Minnesota. High definition, three-dimensional computer generated imagery will be combined with high resolution photographs and aerial imagery to help communicate groundwater movement and how water soluble contaminants could be transported to streams and drinking water wells.

State Contracts

Vendors must demonstrate the ability to animate complex information into easy to understand three-dimensional computer generated imagery, three-dimensional animations and educational videos. Preferred vendors will have experience working with geologists and hydrogeologists conveying geoscientific schematics into three dimensional graphics and animations i.e. stratigraphic cross sections and profiles.

Work is anticipated to start May 15, 2019.

Copy Request: To get a copy of the RFP, please send a written request, by email to:

Jen Schaust
Environmental Outreach Coordinator
Email: *Jen.Schaust@state.mn.us*

Proposal Deadline: Proposals submitted in response to the RFP in this advertisement must be received no later than **3:00 p.m. Central Time on Friday February 25, 2019. Late proposals will not be considered.** Hard copy is acceptable but digital delivery via email is preferred.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Department of Health

Women, Infants & Children Program (WIC)

Notice of Contract Opportunity for Program Participant Centered Services (PCS) Training

PROJECT NAME: Minnesota Women, Infants & Children (WIC) Program Participant Centered Services (PCS) Training

DETAILS: The Minnesota Department of Health WIC Program is requesting proposals for the purpose of supporting the expansion of PCS across all MN WIC Local Agencies. This proposal is to offer training to both new staff and enhance the skills of staff previously trained in PCS. The training is to be enduring and available via our website with continuing education credits provided for WIC staff. The contract includes the following tasks:

1. **The Contractor will develop, present and provide a series of four webinars as outlined to local WIC staff to develop and enhance the use of PCS skills and strategies.**

Activities: Develop and implement a series of four webinars, with content relevant to staff in different roles. Potential groups/audiences include nutrition staff/Competent Professional Authority and PCS mentors. Webinars will be one-hour in length, on a format outlined by MDH WIC, with one presented each quarter and recorded. Each webinar will focus on one specific topic or theme relevant to that group. Written materials will accompany each webinar for local agency use at staff meetings. The materials will enhance staff knowledge and promote skill development with 10-20 minutes of activities relate to webinar content.

Minnesota state WIC staff, in consultation with the contractor, will determine the topics for the webinars.

2. **The Contractor will develop a series of four online training courses covering baseline PCS Skills.**

Activities: Training courses will be one hour in length and focus on the basic skill set needed to conduct nutrition assessment and education using a participant-centered approach. The self-paced online courses will include narration, video clips depicting real interactions with participants, and interactive components. Topics will include participant-centered assessment and counseling skills, evoking and building motivation for change, goal setting strategies and effective information sharing.

3. **The Contractor will develop a training course to help advance local agency staff understanding and skills in PCS.**

Work is anticipated to start after March 15, 2019.

COPY REQUEST: To get a copy of the Request for Proposals, please send a written request, by mail, to:

Rebecca Gruenes
MDH WIC Program
Nutrition & Clinic Services Unit Supervisor
PO Box 64882 St. Paul MN 55164-0882
rebecca.gruenes@state.mn.us

PROPOSAL DEADLINE: Proposals submitted in response to the Request for Proposals in this advertisement must be received by mail no later than **March 4, 2019. Late proposals will not be considered.** Faxed proposals will **not** be considered.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Minnesota Historical Society (MNHS)

Request for Proposals for Fire & Security System Replacement at the James J Hill House

The Minnesota Historical Society (MNHS) is soliciting proposals from qualified consultants to work collaboratively with MNHS to assess the current fire and security system, design a replacement system that fulfills MNHS requirements, prepare construction documents and cost estimates for the proposed system, assist in construction bidding, and construction administration for the installation of the new system. This is a Jobs Reporting project.

The Request for Proposal is available by contacting Mary Green Toussaint, Contract Manager, Minnesota Historical Society, by e-mail only: *mary.green-toussaint@mnhs.org*

There will be a **MANDATORY** pre-bid meeting for all interested parties on **Tuesday, February 12th, 2019 at 1:00 PM CST** at the Site, at James J Hill House, which is located at located at, 240 Summit Avenue, St Paul MN 55102

Proposals must be received by Mary Green Toussaint, MNHS Contract Manager, or her agent by **2:00 P.M. Local Time on Tuesday, March 5 2019. Late proposals will not be accepted.** Authorized agents for receipt of proposals are staff located at the Information Desk on the 1st floor of the Minnesota History Center, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102.

Minnesota State Lottery

Request for Proposals for Sponsorship Agreements

Description of Opportunity

The Minnesota State Lottery develops sponsorship agreements throughout the year with organizations, events, and sports teams to create excitement for lottery players, to interest new players and increase the visibility of lottery games. The Lottery encourages and continually seeks new sponsorship agreements to help achieve current Lottery marketing goals.

Proposal Content

A sponsorship proposal presented to the Lottery should meet the following three criteria:

State Contracts

1. **Maximize Lottery Visibility** – the event, sports or tie-in proposal should draw a large number of desired participants (typically 50,000 or more) whose demographics match the Lottery player profile. The Lottery is interested in effectively delivering its message of fun and entertainment to Minnesota adults whose demographics skew primarily towards those aged 25-64, with a household income of \$35,000-\$75,000, and having an educational background of some college or higher. The Lottery does not market to those under the age of 18, and family events with high levels of children present are generally not accepted. Attendance, on-site signage visibility and paid media exposure will be critical components that will be evaluated.

2. **Enhance Lottery Image** – the event, sports or tie-in proposal should inherently project the attitude that the Lottery is a fun and socially acceptable part of the community. The Lottery's presence should fit well within the lineup of other sponsors. The Lottery is interested in creating opportunities whereby the sponsorship can translate into sales revenue, either via on-site sales from a Lottery booth, from sales-generating promotions with Lottery retailers or from joint programs with the sponsor's media partners.

3. **Provide Promotional Extensions** – the event, sports or tie-in proposal should offer exciting, value-added ways to interact with our players and have opportunities to motivate attendees, listeners and viewers to participate in and purchase Lottery games. The proposal must include proper staffing availability or other considerations to help the Lottery implement any appropriate promotional extension ideas.

Proposals should address all pertinent elements of the sponsorship and how the Lottery criteria as stated above and on the Evaluation Form are to be met. To view or print copies of the Request for Proposal go to <https://www.mnlottery.com/vendors/> This Solicitation does not obligate the state to award a contract or pursue a proposed sponsorship opportunity, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Questions

Questions concerning this Solicitation should be directed to:

Jason LaFrenz, Marketing Director
Minnesota State Lottery
2645 Long Lake Road
Roseville, MN 55113
Tel. (651) 635-8230
(888) 568-8379 ext. 230 (toll-free)
Fax: (651) 297-7496
TTY: (651) 635-8268
Jason.LaFrenz@mnlottery.com

Other personnel are not authorized to answer questions regarding this Solicitation.

Response Delivery

All responses must be in writing and delivered to the contact noted above. Proposals will be accepted on an ongoing basis.

Minnesota Department of Transportation (MnDOT) Engineering Services Division Notices Regarding Professional/Technical (P/T) Contracting

P/T Contracting Opportunities: MnDOT is now placing additional public notices for P/T contract opportunities on the MnDOT's Consultant Services website. New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

Taxpayers' Transportation Accountability Act (TTAA) Notices: MnDOT is posting notices as required by the TTAA on the MnDOT Consultant Services website.

MnDOT's Prequalification Program: MnDOT maintains a Pre-Qualification Program in order to streamline the process of contracting for highway related P/T services. Program information, application requirements, application forms and contact information can be found on MnDOT's Consultant Services website. Applications may be submitted at any time for this Program.

MnDOT Consultant Services website: www.dot.state.mn.us/consult

If you have any questions regarding this notice, or are having problems viewing the information on the Consultant Services website, please call the Consultant Services Help Line at 651-366-4611, Monday – Friday, 9:00am – 4:00pm.

Non-State Public Bids, Contracts & Grants

The State Register also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of commodity, project or tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from the date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

Besides the following listing, readers are advised to check: <http://www.mmd.admin.state.mn.us/solicitations.htm> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>.

Metropolitan Airports Commission (MAC) Notice of Call for Bids for 2019 Parking Structure Rehabilitation

Airport Location: Minneapolis-St. Paul International Airport
Project Name: 2019 Parking Structure Rehabilitation
MAC Contract No.: 106-3-593
Bids Close At: 2:00 p.m., Tuesday, February 19, 2019

Notice to Contractors: Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. This project provides for miscellaneous repairs and maintenance to the parking structure facilities at Terminal 1-Lindbergh and Terminal 2-Humphry at the Minneapolis-St. Paul International Airport.

Non-State Public Bids, Contracts & Grants ==

Note: You can sign up on our website (www.metroairports.org) to receive email notifications of new business opportunities or go directly to https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE_RED and choose this and other topics about which you are interested.

Targeted Group Businesses (TGB): The goal of the MAC for the utilization of Targeted Group Businesses on this project is 5%.

Bid Security: Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

Availability of Bidding Documents: Bidding documents are on file for inspection at the office of Kimley-Horn and Associates, Inc. 767 Eustis Street, Suite 100, St. Paul, MN 55114; at the Minnesota Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete digital set at <http://www.questcdn.com>. Bidders may download the complete set of digital bidding documents for \$50.00 by entering eBidDoc™ #6077028 in the "Search Projects" page. Contact Quest Construction Data Network at 952-233-1632 or info@questcdn.com for assistance. Hard copy drawings and specifications will not be made available to Bidders.

MAC Internet Access of Additional Information: A comprehensive Notice of Call for Bids for this project will be available on January 28, 2019, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).



Several convenient ways to order:

- **Retail store** Open 8 a.m. - 3 p.m. Monday - Friday, 660 Olive Street, St. Paul
- **Phone** (credit cards): 8 a.m. - 4 p.m. Monday - Friday, 651.297.3000 (Twin Cities) or 1.800.657.3757 (nation-wide toll-free)
- **On-line orders:** www.mnbookstore.com
- **Minnesota Relay Service:** 711
- **Fax** (credit cards): 651.215.5733 (fax line available 24 hours)
- **Mail orders:** Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155

Minnesota's Bookstore accepts VISA, MasterCard, American Express & Discover for all purchases.

PREPAYMENT REQUIRED. *Prices and availability subject to change.* **Fax and phone orders** require credit card.

Please allow 1-2 weeks for delivery. For **mail orders**, complete order blank and send to address above.

Enclose payment - for security reasons, we do not recommend mailing credit card information.

Please allow 2-3 weeks for delivery.

Please make checks payable to "Minnesota's Bookstore."

A \$20.00 fee will be charged for returned checks.

State of Minnesota 2019 Annual Action Plan

Public Hearing | February 21, 2019 | 4:00 – 5:00pm | Department of Human Services

****NO ATTENDEES****

Please Sign In:

[illegible]



State of Minnesota
Notice of Public Hearing Comments

DATE: THURSDAY, FEBRUARY 21, 2019 – TIME: 4:00PM
LOCATION: MN DEPARTMENT OF HUMAN SERVICES

THERE WERE NO ATTENDEES AT THE PUBLIC HEARING; THEREFORE NO COMMENTS MADE.

From: MN Housing [<mailto:mn.housing@state.mn.us>]
To: [Schieber, Christine \(DEED\)](#) <christine.schieber@state.mn.us>
Subject: MN Housing eNews - Public Hearing: 2019 Action Plan
Date: Monday, March 11, 2019 8:03:22 AM



Minnesota Housing eNews

February 13, 2019

[The latest news for Minnesota Housing partners]



Public Hearing: 2019 Action Plan

The State of Minnesota (through the Department of Employment and Economic Development, Minnesota Housing, and Department of Human Services) is developing its 2019 Action Plan. This plan directs how the state will meet needs and priorities in 2019, and will be submitted to HUD to receive federal housing and community assistance funding.

Before we complete the draft, we welcome your input on the following federal resources:

Program	How it Works in Minnesota	2018 Funding
Community Development Block Grant (CDBG)	DEED runs the Small Cities Development Program with state CDBG funds to help small cities and counties with funding for housing, public infrastructure and commercial rehabilitation projects.	\$28.1 million
	Minnesota Housing makes HOME funds available statewide through its annual Request for Proposals. It provides deferred financing for affordable rental housing, both new construction and	

HOME Investment Partnerships	rehabilitation of federally subsidized housing.	\$9.4 million
National Housing Trust Fund (NHTF)	Minnesota Housing makes NHTF funds available through its annual Request for Proposals for multifamily construction or preservation of housing affordable to extremely low income households.	\$3.5 million
Housing Opportunities for Persons with AIDS (HOPWA)	Minnesota Housing administers the HOPWA program through a nonprofit in Greater Minnesota to provide short term rental and mortgage assistance.	\$200,000
Emergency Solutions Grants (ESG)	DHS runs the ESG program statewide and provides operating costs, essential services and prevention activities to shelters, transitional housing programs, and emergency services providers through a competitive application process.	\$2.1 million

How to Participate

- **Attend the Public Hearing:** Thursday, February 21 at 4:00 p.m. at the Minnesota Department of Human Services, Room 1240, [444 Lafayette Road, St. Paul](#). Free parking is available in parking lot C adjacent to the building. Multiple bus routes serve this location, visit [Metro Transit's trip planner](#) for directions.
- **Stay Tuned for the Public Comment Period:** You'll receive a message on April 10 about how to submit comments during the 30-day public comment period.

Questions? Contact [Jessica Deegan](#).

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www.mnhousing.gov

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400 Wabasha Street North Suite 400
Saint Paul, MN | 55102 US

[This email was sent to christine.schieber@state.mn.us.](mailto:christine.schieber@state.mn.us)
[To continue receiving our emails, add us to your address book.](#)

State and Local Tax Policies

Minnesota's previous Consolidated Plan conceded that the state's rental property tax rate is often mentioned as a barrier to affordable rental housing, both for developers and for landlords who provide affordable rental units. The tax reportedly has adverse impacts on the maintenance of existing rental housing, the development of new housing, and the efficient use of the existing housing stock. Property tax rebates for lower-income households help to mitigate some of the taxes that are passed on to renters. While the State wishes to support policies that make affordable housing development more achievable, the difficulties of implementing these strategies may limit their viability for Minnesota in the near future.

However, the State has been able to begin to address this issue with its 4d affordable rental housing property tax, a special class tax rate for affordable housing developments that represents a class rate reduction of 75 percent for rent-restricted properties. Eligible properties are subject to rent and income restrictions of the section 8 program; the Low Income Housing Tax Credit (LIHTC) program; rural housing service rent assistance programs; or a financing program of the federal, state, or local government.

Structure and Delivery of Services

Over the program year, the State will continue its collaborative funding process of a consolidated request for proposals (RFP). Included in the RFP are the federal HOME Investment Partnerships and Housing Trust Fund programs alongside state resources, and project-based section 8 vouchers through the Metropolitan Council/Metro HRA.

Challenges

Lack of Sufficient Resources

Funding shortages create a challenge for Minnesota; however there are steps its agencies can take to maximize available resources in the most efficient way. Over the program year, Minnesota Housing will continue to focus its efforts and major resources on preservation and new construction of affordable rental housing. Minnesota Housing attempts to reduce barriers that add costs to projects, including prioritizing developments that use land efficiently and minimizing loss of agricultural and green space, or reducing barriers of local application and permit processes by prioritizing development for which costs are reduced or avoided by regulatory changes, incentives, or waivers by the governing body. In addition, Minnesota Housing employs a cost containment strategy to incentivize lower development costs while balancing quality.

DEED will continue to focus efforts on rehabilitation of all housing, creation of jobs related to economic development, and improvement of public facility access to low- to moderate-income areas. The State supports all efforts to use resources most efficiently.

First-Time Homebuyers

While Minnesota Housing's HOME program does not currently include homebuyer activities, the agency remains strong in providing mortgage and down payment assistance to first time homebuyers through state resources. Minnesota Housing has a strategic priority to reduce Minnesota's racial and ethnicity homeownership disparity. Minnesota ranks among the top three states consistently of having the highest disparities in homeownership rate between white/non-Hispanic households and households of color. We emphasize homebuyer and financial counseling and coaching and continue to design and offer mortgage programs that support homeownership for households of color and Hispanic Ethnicity.

Over the program year, the State will continue to alleviate the challenges of first-time homebuyers by providing funding for homebuyer training and education, down payment assistance, and post purchase counseling for first time homebuyers.

Other Obstacles

NIMBYism

Community attitudes, often referred to as "Not in My Backyard," or NIMBYism, are frequently identified as an obstacle to increasing the availability of affordable housing. However, local government policies can also be described as creating a NIMBY atmosphere for affordable housing.

The State fully supports efforts to reduce NIMBYism, prejudice, and negative attitudes toward affordable and multifamily housing, and will encourage planning decisions by CDBG and HOME sub-recipient communities that work to decrease segregation and increase integration of populations. The State will also fully support civic leaders and developers who undertake education in communities statewide. Such education could be targeted, timely, and, in the context of a possible development, relevant to potentially affected citizens.

Sustainable housing

The Multifamily Division of Minnesota Housing encourages practices that promote sustainable housing in the development and rehabilitation of affordable rental housing. The agency policy states "Minnesota Housing encourages sustainable, healthy housing that optimizes the use of cost effective durable building materials and systems that minimizes the consumption of natural resources both during construction or rehabilitation and in the long term maintenance and operation. We encourage optimizing the use of renewable resources and energy, minimizing damages and impact to the environment, and maximizing the use of natural amenities such as solar, wind, climate, and orientation of the development.

All federal funds, and the majority of other capital improvement funding from Minnesota Housing must meet all requirements of the 2015 Enterprise Green Communities Criteria (EGCC) as amended by the agency's Overlay and Guide.

In its 2018 Multifamily common application, Minnesota Housing is asking for funding applicants to apply for energy efficiency incentives from utilities and other sources. The purpose of this requirement is to leverage

utility funds in order to increase energy efficiency in Minnesota's affordable housing.

For example, applicants to the Housing Tax Credit (HTC) program are awarded additional points for implementing green design criteria. Further, the Publicly Owned Housing Program (POHP) references sustainable building design standards in its manual, stating that "Minnesota Statutes Section 168.325 requires promulgation of & Sustainable Building Design Goals for new buildings. These goals are design standards that:

- Exceed the existing energy code standards,
- Achieve the lowest possible lifetime costs for new buildings,
- Ensure good indoor air quality,
- Create and maintain a healthy environment,
- Facilitate productivity improvements,
- Specify ways to reduce material costs, and
- Consider the long-term operating costs. of the building including the use of renewable and distributed electric energy generation that uses a renewable source of natural gas or a fuel that is as clean as or cleaner than natural gas."

For any SCDP rehabilitation project, DEED conducts an inspection that includes energy improvements to homes and commercial businesses with items such as windows, doors, insulation, and energy-efficient heating units.

State of Minnesota Citizen Participation Plan
Consolidated Plan for Housing and Community Development
2017-2021

Introduction

Under guidelines established by the U.S. Department of Housing and Urban Development (HUD), the Minnesota Department of Employment and Economic Development, Minnesota Housing Finance Agency and Minnesota Department of Human Services, hereinafter referred to as the "State", must prepare a Consolidated Plan that addresses the housing, community development, and economic development activities that the State will undertake to assist its citizens through HUD's formula grant programs.

DEED is the lead agency responsible for the Consolidated Planning process and the administration of the: Community Development Block Grant funds (CDBG). Minnesota Housing is the lead agency responsible for the Home Investment Partnerships (HOME), Housing Opportunities for Persons with AIDS (HOPWA), and the National Housing Trust Fund (NHTF). DHS is the lead agency responsible for the Emergency Shelter Grants (ESG).

The Consolidated Planning process is intended to more comprehensively fulfill three basic goals: to provide decent housing, to provide a suitable living environment and to expand economic opportunities.

Provision of decent housing may involve assisting homeless persons in obtaining appropriate housing, retaining the affordable housing stock, increasing the availability of permanent affordable housing for low-income households without discrimination or increasing supportive housing to assist persons with special needs. Providing a suitable living environment might entail improving the safety and livability of neighborhoods, including the provision of adequate public facilities; deconcentrating housing opportunities and revitalizing neighborhoods; restoring and preserving natural and physical features with historic, architectural, and aesthetic value; and conserving energy resources. Expanding economic opportunities can involve creation of accessible jobs, providing access resources for community development, and assisting low-income persons in achieving self-sufficiency.

The Consolidated Plan is a three-part planning process required by HUD. It comprises developing a five-year strategic plan, preparing annual action plans and submitting annual performance reports. These three parts are intended to furnish the framework whereby

Minnesota can identify its housing, homeless, community, and economic development needs, identify resources that will be tapped and actions to be taken that will address the needs, as well as look back and evaluate the State's progress toward achieving its strategic goals. Completing these documents on time and in a manner that is acceptable to HUD ensures program funding.

The precursor to the Consolidated Plan is the Citizen Participation Plan (CPP). The objectives of the CPP are to ensure that the citizens of Minnesota, particularly persons of low and moderate income, persons living in slum and blight areas, units of local government, housing agencies and other interested parties, are provided with the opportunity to participate in the planning and preparation of the Consolidated Plan, including amendments to the Consolidated Plan and the Annual Performance Report. In doing so, the CPP sets forth general policies and procedures for implementing and carrying out the Consolidated Planning Process, such as how the Consolidated Plan will be developed, dates and milestones along which the process will proceed, and methods for citizens to offer the State assistance and guidance in the formulation of the Plan. Furthermore, the provisions of the CPP fulfill statutory and regulatory requirements for citizen participation specified in the U.S. Department of Housing and Urban Development's rules for the Consolidated Plan, the HOME, CDBG, ESG, NHTF and HOPWA programs and the Analysis of Impediments to Fair Housing¹. In Minnesota, the participation process will be developed and monitored by a Consolidated Plan Coordinating Committee consisting of representatives from the Department of Employment and Economic Development (DEED), the Minnesota Housing Finance Agency (Minnesota Housing), and the Minnesota Department of Human Services (DHS).

Purpose of the Citizen Participation Plan

In order to ensure maximum participation in the Consolidated Plan process among all populations and needs groups, and in order to ensure that their issues and concerns are adequately addressed, the State of Minnesota will follow the standards set forth in this Citizen Participation Plan during development of its Consolidated Plan.

The Citizen Participation Plan also provides citizens an opportunity to evaluate and comment on the State's performance, as reported in the Consolidated Annual Performance and Evaluation Report (CAPER).

Relevant Areas

The term "entitlement areas" refers to cities and counties that qualify to receive one or more formula grants. These areas must complete a Consolidated Plan separately from the State's to receive funding. For purposes of this Citizen Participation Plan, "non-entitlement" refers to cities

¹ See 24 CFR § 91.115

and towns that do not file Consolidated Plans individually or as part of a consortium and are not eligible to receive formula funding from HUD directly.

Entitlement areas for the CDBG program include: the cities of Bloomington, Coon Rapids, Duluth, Eden Prairie, Mankato, Minneapolis, Minnetonka, Fargo/Moorhead, North Mankato, Plymouth, Rochester, St. Cloud, St. Paul, Woodbury, and the counties of Hennepin, Anoka, Dakota, Ramsey, Washington, and St. Louis.

Entitlement areas for the HOME program include: the cities of Duluth, Minneapolis, and St. Paul, and the counties of Hennepin, Dakota, and St. Louis.

Entitlement areas for the ESG program include: the cities of Duluth, Minneapolis, St. Paul, and the counties of Hennepin, Dakota, Ramsey, and St. Louis.

Individuals wishing to contribute to the Consolidated Planning process in these areas should contact housing and community development specialists in these cities/counties.

Encouraging Citizen Involvement

Public Notice and Outreach

An informed citizenry is critical to effective and responsive housing and community development programs. Efforts to educate residents and empower participation are an ongoing element of the Consolidated Planning process.

As the fundamental means of notifying interested citizens about the Consolidated Plan and related activities, such as the Annual Action Plan or the Consolidated Annual Performance and Evaluation Report, the State will utilize multiple display advertisement notices, which include but are not limited to one or more newspapers of general circulation, press releases, social media, mass emailings, and/or website postings. Written notices will be published at least 14 calendar days prior to public hearings. All notices will be written in plain, simple language and direct efforts will be undertaken to publish and/or post information at locations that will elicit maximum low- and moderate-income and minority participation.

Public education and outreach will be facilitated through the use of public advertisements that describe the Consolidated Planning process, opportunities for citizen participation and available funding through the CDBG, ESG, HOME and HOPWA programs. The State's Consolidated Plan contact list will likely include social service organizations, local jurisdictions, low-income housing consumers, neighborhood groups, previous participants and commentators, and others expected to desire input on the Plan.

The Consolidated Plan will offer many other opportunities for citizen participation. The State will particularly encourage participation of persons with special needs and/or persons who are often underrepresented in public process (low-income, persons of color, non-English speaking persons, persons with disabilities, persons who are homeless). The State will also encourage the participation of statewide and regional institutions and organizations that are involved or affected by the formula grants in the process of developing and implementing the Consolidated Plan. Participation will be solicited and encouraged through the activities discussed below.

Communications sent and posted by the state will encourage input from these parties so they can provide input about priorities and strategies they wish to see as a result of the plan.

Public Hearings and Input Meetings

At least two public input meetings will be held before the publication of the final Consolidated Plan. The primary purpose of the first public hearing is to gather citizen input on housing and community development needs and the proposed Consolidated Plan before it is published for comment. The second public hearing will be held during the Consolidated Plan 30-day public comment period and will be for review and comment on the Consolidated Plan draft. The public hearings will be announced at least two weeks prior to being held. Announcements may be made through the DEED and Minnesota Housing websites and at least one additional method which may include newspaper, social media, mass emails, or written postings.

The public hearings will take place in locations identified in the announcement of the public hearings that are accessible to persons with disabilities. The dates, times and locations for public hearings will be convenient to potential and actual beneficiaries. Non-English speaking persons and those with disabilities will be encouraged to attend. Where a significant number of non-English speaking residents are expected to participate, the State will provide translators when notified of this need prior to the public meetings. Contact information will be provided in all public announcements.

Regional and Interest Area Forums and Focus Groups

In addition to the public hearings, DEED, Minnesota Housing, and DHS may solicit input on housing and community development issues and needs of the homeless population at regional or interest area forums, focus groups, or web-based meetings.

If these types of meetings are conducted, agencies, advocates, statewide and regional institution and organizations and community residents will be informed of the meetings through state agency websites, personal contact, mass emails, media releases, and other methods that the state believes may be productive. All sites selected for the forums or focus groups will be accessible to the physically disabled. The State will work with advocacy groups to determine the need for special accommodations (beyond physical accessibility) of special needs groups and non-English speaking attendees.

The forums will be conducted with the intention of providing Minnesota residents the opportunity to voice their opinions and provide insight into the issues prevalent in their communities. The forums will also provide an opportunity for citizens and interested parties to obtain information about state housing and community development programs, the administering agencies, and funding requirements.

Publication of Consolidated Plan Documents

The State will publish its draft Consolidated Plan documents for public review in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and submit comments.

The draft Consolidated Plan documents will be available for viewing on Minnesota Housing's website <http://www.mnhousing.gov> and DEED's website <http://www.mn.gov/deed>, DHS' website <http://www.mn.gov/dhs>, or a centralized website or webpage dedicated to the State of Minnesota's Five Year Consolidated Plan. A reasonable number of hard copies of the proposed Consolidated Plan will also be available from DEED and Minnesota Housing during the public comment period.

Citizens or groups that have attended any of the forums or public hearings will be notified by mail or e-mail of the Consolidated Plan's availability for comment.

The draft Consolidated Plan will describe the amount of assistance the State expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income and the plans to minimize displacement of persons and to assist any persons displaced.

The State will openly consider any comments of individuals or groups received verbally or in writing, including e-mail, during the Consolidated Planning process or at public hearings. A summary of the written and public hearing comments will be included in the final Consolidated Plan, along with the state's response to the comments.

Public Comment on the Consolidated Plan Documents

Prior to the adoption of the Consolidated Plan, the State will make available to interested parties the draft Consolidated Plan and Executive Summary for a comment period of no less than 30 days. Notification of the availability of the proposed Consolidated Plan will be provided in at least one media source which may include websites, newspaper, social media, or postings.

Before the State submits a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD, the State will make available to interested parties the proposed CAPER for a comment period of no less than 15 days. Citizens will be notified of the CAPER's availability through newspaper notification, website postings, and/or social media.

The CAPER will be available on Minnesota Housing's and DEED's websites for the full public comment period. Hard copies of the CAPER will be available upon request from DEED and Minnesota Housing during the public comment period. The State will consider any comments of individuals or groups received verbally at public hearings or in writing, including e-mails. A summary of the written and public hearing comments and the State's responses will be included in the final CAPER.

Public Access to Records

The State will provide all interested parties with access to information and records related to the State's Consolidated Plan and the State's use of assistance under all programs covered by the Consolidated Plan during the preceding five years. The public will be provided with reasonable access to housing assistance records, subject to laws regarding privacy and obligations of confidentiality.

Consultation with Organizations and State Agencies

When preparing the Consolidated Plan, the State will actively consult with public and private agencies that provide housing, health and social services in order to ensure that the interests and needs of all groups are being adequately addressed. This consultation may occur through regional and interest area forums, interviews conducted with such organizations (especially those that provide services to special needs populations), surveys, and incorporation of data and reports produced by such organizations into the Consolidated Plan.

Amendments to the Consolidated Plan

Pursuant to HUD regulations, an amendment to the Consolidated Plan is required whenever the jurisdiction determines to:

- Substantially change the allocation priorities or its method of distributing HUD formula grant funds;
- Utilize formula grant funds (including program income) to carry out an activity not previously described in the action plan; or
- Change the purpose, scope, location or beneficiaries of an activity.

Such changes, prior to their implementation, are reviewed under various federal or State requirements. Substantial amendments to the Consolidated Plan are, in addition, subject to a formal citizen participation process. Notice and the opportunity to comment will be given to citizens through public notices in local newspapers or other appropriate means, such as public meetings, social media, or website postings. A public comment period of not less than 30 days will be provided prior to implementing any substantial amendment to the Consolidated Plan. State staff will prepare a summary of all comments received in writing and, in cases where any citizens' views are not accepted, provide reasons for the decision. This documentation will be attached to the substantial amendment, which will be available to the public and submitted to HUD.

Substantial Amendments

Occasionally, public comments or events warrant an amendment to the Consolidated Plan. The criteria for whether to amend are referred to by HUD as Substantial Amendment Criteria. The following is the State's Substantial Amendment Criterion.

A change in the described method of distributing funds to local governments or nonprofit organization subrecipients to carry out activities. Elements of a "method of distribution" are:

- A. Application process for subrecipients;
- B. Criteria for selecting subrecipients.

Citizen Participation in the Event of a Substantial Amendment

In the event of a substantial amendment to the Consolidated Plan, the State will comply with the following citizen participation process:

1. The State will notify citizens of the availability of the draft substantial amendments, a minimum 30-day comment period, and, if in the State's judgment a public hearing is desirable, the time and location of the public hearing through website, social media, or newspaper.
2. Depending on which of the formula grant programs is affected, the substantially amended sections of the Consolidated Plan will be made available on either Minnesota Housing's website <http://www.mnhousing.gov>, DEED's website, <http://www.mn.gov/deed> or DHS's website, <http://www.mn.gov/dhs> and hard copies will also be available from the affected state department for the full duration of the public comment period.

Consideration of Public Comments on the Substantially Amended Plan.

In the event of substantial amendments to the Consolidated Plan, the State will openly consider any comments on the substantially amended Consolidated Plan from individuals or groups. Comments must be received in writing, including e-mail, or at public hearings if hearings are conducted. A summary of the comments received on the substantial amendments will be included in the final substantially amended Consolidated Plan. Also included in the final substantially amended Consolidated Plan will be a summary of all comments not accepted and their reasons for dismissal.

Changes in Federal Funding Level

Any changes in federal funding level after the Consolidated Plan's draft comment period has expired and the resulting effect on the distribution of funds will not be considered an amendment or a substantial amendment.

Standard Amendments

"Standard amendments" are those that are not considered substantial in nature and pertain

chiefly to minor administrative modifications of the programs. Thus they do not require in-depth citizen participation.

Complaints and Grievances

Citizens, administering agencies and other interested parties may submit complaints regarding violations of this Citizen Participation Plan or federal regulations regarding the preparation of the consolidated plan, amendments to the consolidated plan, or performance reports.

Citizens may also present complaints and grievances orally or in writing at the community meetings and/or public hearing. All public comments, including complaints and grievances, made either orally or in writing within the 30-day public comment period, will be included in the final Consolidated Plan, subject to such limitations of the Minnesota Government Data Practices Act that may apply. Such complaints or grievances shall be directed to the Consolidated Plan representative, Ms. Hillary Friend of DEED at 332 Minnesota St, Ste. E200, St. Paul, MN 55101, or her successor.

Timely Response to Complaints or Grievances

Within 15 calendar days of receiving the complaint, the program manager shall discuss the matter with the department manager, respond to the complainant in writing, and maintain a copy of all related correspondence, which will be subject to State review. A copy of the State's response from the Consolidated Plan representative will be transmitted, concurrently, to the complainant and to the DEED Director. If, due to unusual circumstances, the Consolidated Plan representative finds that it is unable to meet the prescribed time limit, the limit may be extended by written notice to the complainant. The Consolidated Plan representative's notice must include the reason for the extension and the date on which a response is expected to be generated, which may be based on the nature and complexity of the complaint.

Public review materials and performance reports will include data, as appropriate under confidentiality regulations, on any written complaints received and how each was resolved.

Citizen Participation Requirements for Local Governments Receiving CDBG (Small Cities Development Program) Funds from the State

Units of general local government must provide for and encourage citizen participation as prescribed at 24 CFR 570.486. All Small Cities Program applicants for CDBG funds are required to provide citizen notification and involvement in planning and implementation of the proposed projects through one or more public hearings and other informational efforts. Public hearings must be held at times and in places that are convenient to all community residents, particularly

those who will be affected by implementation of the project(s). The needs of persons with disabilities and non-English speaking persons should be considered for the dissemination of information and the location of public hearings and meetings must be accessible to persons with disabilities. In addition, applicants are required to conduct a community development survey to allow for citizen input on the housing and community needs of the jurisdiction.

Availability of the Citizen Participation Plan

Copies of the CPP may be obtained at the Minnesota Housing website (<http://www.mnhousing.gov>), the DEED website at <http://www.mn.gov/deed>, or DHS' website, <http://www.mn.gov/dhs> Upon request, the State will make the Plan available in an alternative format accessible to persons with disabilities.

Outreach Contacts

Copies of the Consolidated Plan will be sent electronically to the following:

Libraries

ALBERT LEA PUBLIC LIBRARY	phavener@selco.info
ANOKA COUNTY LIBRARY	Maggie.Snow@co.anoka.mn.us
ARROWHEAD LIBRARY SYSTEM	Jim.Weikum@alslib.info
AURORA PUBLIC LIBRARY	Paula.Chapman@alslib.info
AUSTIN PUBLIC LIBRARY	ahokanson@selco.info
BABBITT PUBLIC LIBRARY	Lisa.Pennala@alslib.info
BAUDETTE PUBLIC LIBRARY	Kelli.Pelland@alslib.info
BAYPORT PUBLIC LIBRARY	jsmith@ci.bayport.mn.us
BLUE EARTH COMMUNITY LIBRARY	egaydo@tds.lib.mn.us
BLUE EARTH COUNTY LIBRARY	tim.hayes@blueearthcountymn.gov
BOVEY PUBLIC LIBRARY	Tara.Deguisseppi@alslib.info
BROWNS VALLEY PUBLIC LIBRARY	bpiechowski@brownsvalley.lib.mn.us
BROWNSDALE PUBLIC LIBRARY	dsmith@selco.info

BUHL PUBLIC LIBRARY	Dan.Wilde@alslib.info
CALEDONIA PUBLIC LIBRARY	adress@selco.info
CALUMET PUBLIC LIBRARY	Melanie.Lefebvre@alslib.info
CANNON FALLS LIBRARY	jpadgett@selco.info
CARLTON AREA PUBLIC LIBRARY	Jodie.Johnson@alslib.info
CARVER COUNTY LIBRARY SYSTEM	hhoks@co.carver.mn.us
CHATFIELD PUBLIC LIBRARY	monica@selco.info
CHISHOLM PUBLIC LIBRARY	Katie.Christenson@alslib.info
CLARKFIELD PUBLIC LIBRARY	clibrary@mnns.com
CLOQUET PUBLIC LIBRARY	Mary.Lukkarila@alslib.info
COLERAINE PUBLIC LIBRARY	Joanne.Mikulich@alslib.info
COLUMBIA HEIGHTS PUBLIC LIBRARY	renee.dougherty@ci.columbia-heights.mn.us
COMFREY AREA LIBRARY	libtbc1@tds.lib.mn.us
COOK PUBLIC LIBRARY	Crystal.Phillips@alslib.info
CROSBY: JESSIE F. HALLETT MEMORIAL LIBRARY	peggi@hallettlibrary.org
DAKOTA COUNTY LIBRARY	Margaret.Stone@co.dakota.mn.us
DODGE CENTER PUBLIC LIBRARY	iherfindahl@selco.info
DOUGLAS COUNTY LIBRARY	jodland@douglascounty.lib.mn.us
DULUTH PUBLIC LIBRARY	cpowers@duluthmn.gov
EAST CENTRAL REGIONAL LIBRARY	bmisselt@ecrlib.org
EAST GRAND FORKS CAMPBELL LIBRARY	chelgeson@egflibrary.org
EDGERTON PUBLIC LIBRARY	edejager@plumcreeklibrary.net
ELBOW LAKE: THORSON MEM LIBRARY	ghedstrom@elbowlake.lib.mn.us
ELMORE PUBLIC LIBRARY	libtfe@tds.lib.mn.us
ELY PUBLIC LIBRARY	Rachel.Heinrich@alslib.info
EVELETH PUBLIC LIBRARY	MaryBeth.Kafut@alslib.info
FARIBAULT: BUCKHAM MEMORIAL LIBRARY	djames@ci.faribault.mn.us
FERGUS FALLS PUBLIC LIBRARY	esmith@fergusfalls.lib.mn.us
FULDA MEMORIAL LIBRARY	bcuperus@plumcreeklibrary.net
GILBERT PUBLIC LIBRARY	Nicole.Miller@alslib.info
GLENWOOD PUBLIC LIBRARY	lrandall@glenwood.lib.mn.us

GRAND MARAIS PUBLIC LIBRARY	Steve.Harsin@alslib.info
GRAND MEADOW PUBLIC LIBRARY	abaugh@selco.info
GRAND RAPIDS AREA LIBRARY	manderson@ci.grand-rapids.mn.us
GREAT RIVER REGIONAL LIBRARY	karenp@grrl.lib.mn.us
HANCOCK COMMUNITY LIBRARY	pjoos@hancock.lib.mn.us
HANSKA PUBLIC LIBRARY	dnelson@tds.lib.mn.us
HARMONY PUBLIC LIBRARY	ssilvers@selco.info
HENDRICKS: SIVERSON PUBLIC LIBRARY	librarianhendricks@yahoo.com
HENNEPIN COUNTY LIBRARY	lthompson@hclib.org
HIBBING PUBLIC LIBRARY	Coral.Ellshoff@alslib.info
HOKAH PUBLIC LIBRARY	barbb@selco.info
HOUSTON PUBLIC LIBRARY	hpublib@gmail.com
HOYT LAKES PUBLIC LIBRARY	Coral.Ellshoff@alslib.info
INTERNATIONAL FALLS PUBLIC LIBRARY	Diane.Adams@alslib.info
IVANHOE PUBLIC LIBRARY	svizecky@plumcreeklibrary.net
JACKSON COUNTY LIBRARY	terickson@plumcreeklibrary.net
KASSON PUBLIC LIBRARY	atiff@selco.info
KEEWATIN PUBLIC LIBRARY	Paula.Fowler@alslib.info
KENYON PUBLIC LIBRARY	motte@selco.info
KINNEY PUBLIC LIBRARY	k.bragge@mchsi.com
KITCHIGAMI REGIONAL LIBRARY	ridgem@krls.org
LA CRESCENT PUBLIC LIBRARY	lbeach@selco.info
LAKE AGASSIZ REGIONAL LIBRARY	lynchl@larl.org
LAKE BENTON PUBLIC LIBRARY	sfinzen@plumcreeklibrary.net
LAKE CITY PUBLIC LIBRARY	pbross@selco.info
LAKE ELMO PUBLIC LIBRARY	ndeprey@lakeelmo.org
LAMBERTON PUBLIC LIBRARY	cvanmeveren@plumcreeklibrary.net
LANESBORO PUBLIC LIBRARY	tjohnson@selco.info
LE ROY PUBLIC LIBRARY	rbarnes@selco.info
LONSDALE PUBLIC LIBRARY	mmoran@selco.info
MABEL PUBLIC LIBRARY	donnaj@selco.info

MARBLE PUBLIC LIBRARY	Tanja.Smith@alslib.info
MARSHALL-LYON COUNTY LIBRARY	michele.leininger@marshalllyonlibrary.org
MARTIN COUNTY LIBRARY	jjepse@tds.lib.mn.us
METROPOLITAN LIBRARY SERVICE AGENCY (MELSA)	ken@melsa.org
MINNEOTA PUBLIC LIBRARY	mbuysse@plumcreeklibrary.net
MOOSE LAKE PUBLIC LIBRARY	Steven.Devine-Jelinski@alslib.info
MORGAN PUBLIC LIBRARY	morganlibrary@redred.com
MORRIS PUBLIC LIBRARY	myauk@morris.lib.mn.us
MOUNTAIN IRON PUBLIC LIBRARY	Sally.Yuccas@alslib.info
MOUNTAIN LAKE PUBLIC LIBRARY	clehman@plumcreeklibrary.net
NEW ULM PUBLIC LIBRARY	kwiley@tds.lib.mn.us
NEW YORK MILLS PUBLIC LIBRARY	jadams@newyorkmills.lib.mn.us
NOBLES COUNTY LIBRARY	cwolthuizen@plumcreeklibrary.net
NORTH MANKATO TAYLOR LIBRARY	llowry@nmlibrary.org
NORTHFIELD PUBLIC LIBRARY	teresa.jensen@ci.northfield.mn.us
NORTHWEST REGIONAL LIBRARY	hansonk@nwrlib.org
OWATONNA-STEELE COUNTY LIBRARY	marykay@owatonna.info
PELICAN RAPIDS PUBLIC LIBRARY: A MULTICULTURAL LEARNING CENTER	awrigg@pelicanrapids.lib.mn.us
PERHAM AREA PUBLIC LIBRARY	sheusser-ladwig@perham.lib.mn.us
PINE ISLAND: VAN HORN PUBLIC LIBRARY	mkhansen@selco.info
PIONEERLAND LIBRARY SYSTEM	laurie.ortega@pioneerland.lib.mn.us
PIPESTONE: MEINDERS COMMUNITY LIBRARY	jody.wacker@pas.k12.mn.us
PLAINVIEW PUBLIC LIBRARY	ahenderson@selco.info
PLUM CREEK LIBRARY SYSTEM	jtrojanowski@plumcreeklibrary.net
PRESTON PUBLIC LIBRARY	bethand@selco.info
RAMSEY COUNTY LIBRARY	snemitz@ramsey.lib.mn.us
RED WING PUBLIC LIBRARY	jessica.mcgee@ci.red-wing.mn.us
REDWOOD FALLS PUBLIC LIBRARY	tsmith@ci.redwood-falls.mn.us
ROCHESTER PUBLIC LIBRARY	audrey@rochester.lib.mn.us
ROCK COUNTY COMMUNITY LIBRARY	sgutnik@plumcreeklibrary.net
RUSHFORD PUBLIC LIBRARY	shart@selco.info

SAINT PAUL PUBLIC LIBRARY	jane.eastwood@ci.stpaul.mn.us
SCOTT COUNTY LIBRARY	jgrussing@co.scott.mn.us
SIBLEY COUNTY LIBRARY	libtsh@tds.lib.mn.us
SILVER BAY PUBLIC LIBRARY	Julie.Billings@alslib.info
SLAYTON PUBLIC LIBRARY	slarson@plumcreeklibrary.net
SLEEPY EYE: DYCKMAN FREE LIBRARY	akelton@tds.lib.mn.us
SOUTH SAINT PAUL PUBLIC LIBRARY	kathy.halgren@southstpaul.org
SOUTHEASTERN LIBRARIES COOPERATING	ahutton@selco.info
SPRING GROVE PUBLIC LIBRARY	dljohnson@selco.info
SPRING VALLEY PUBLIC LIBRARY	jsimon@selco.info
SPRINGFIELD PUBLIC LIBRARY	lroige@tds.lib.mn.us
ST. CHARLES PUBLIC LIBRARY	sherryg@selco.info
ST. PETER PUBLIC LIBRARY	dougw@saintpetermn.gov
STEWARTVILLE PUBLIC LIBRARY	patj@selco.info
STILLWATER PUBLIC LIBRARY	lynnesb@ci.stillwater.mn.us
TAYLORS FALLS PUBLIC LIBRARY	dianed46@frontier.com
TRACY PUBLIC LIBRARY	vquist@plumcreeklibrary.net
TRAVERSE DES SIOUX LIBRARY COOPERATIVE	rboese@tds.lib.mn.us
TWO HARBORS PUBLIC LIBRARY	Katie.Sundstrom@alslib.info
TYLER PUBLIC LIBRARY	cskjong@plumcreeklibrary.net
VIKING LIBRARY SYSTEM	pwerner@viking.lib.mn.us
VIRGINIA PUBLIC LIBRARY	Nancy.Maxwell@alslib.info
WABASHA PUBLIC LIBRARY	bhall@selco.info
WABASSO PUBLIC LIBRARY	mdaub@plumcreeklibrary.net
WASECA-LE SUEUR REGIONAL LIBRARY	lienemann@tds.lib.mn.us
WASHINGTON COUNTY LIBRARY	keith.ryskoski@co.washington.mn.us
WATONWAN COUNTY LIBRARY	cbjoin@tds.lib.mn.us
WELLS PUBLIC LIBRARY	libtfl@tds.lib.mn.us
WEST CONCORD PUBLIC LIBRARY	sdahms@selco.info
WESTBROOK PUBLIC LIBRARY	kourada@centurytel.net
WHEATON COMMUNITY LIBRARY	tanderson@wheaton.lib.mn.us

WINDOM PUBLIC LIBRARY	daamot@plumcreeklibrary.net
WINNEBAGO: MUIR LIBRARY	hkittl@tds.lib.mn.us
WINONA PUBLIC LIBRARY	cubl@ci.winona.mn.us
ZUMBROTA PUBLIC LIBRARY	jhill@selco.info

Regional Development Commissions

Arrowhead RDC, 221 West 1st, Duluth, info@ardc.org

East Central RDC, 100 South Park Street, Mora, ecrdc@ecrdc.org

Headwaters RDC, P.O. Box 906, Bemidji, hrdc@hrdc.org

Metro Council, 390 North Robert Street St. Paul, public.info@metc.state.mn.us

Mid-Minnesota Development Commission, 333 West Sixth Street, Suite 2, Willmar, mmrdc@mmrdc.org

Northwest RDC, 115 S. Main Ave., Ste. 1, Warren, bsafranski@nwrdc.org

Region Five Development Commission, 611 Iowa Avenue, Staples, despe@regionfive.org

Region Nine Development Commission, P.O. Box 3367, Mankato, nicole@rndc.org

South West RDC, 2401 Broadway Ave., Ste. 1, Slayton, srdc@swrdc.org

Upper Minnesota Valley RDC, 323 West Schlieman, Appleton, info@umvrdc.org

Minnesota Initiative Offices

Initiative Fund, 405 First Street SE, Little Falls, info@ifound.org

Northland Foundation, 202 West Superior, Ste. 610, Duluth, info@northlandfdn.org

Northwest MN Initiative Fund, 722 Paul Bunyan Dr. NW, Bemidji, info@nwmf.org

Southern Minnesota Initiative Foundation, 525 Florence Avenue, Box 695, Owatonna, inquiry@smifoundation.org

Southwest MN Foundation, 15 3rd Avenue NW, Hutchinson, info@swifoundation.org

West Central MN Initiative Fund, 1000 Western Avenue, Fergus Falls, info@wcif.org

Councils, Associations, and Other Locations

Council on Asian Pacific Minnesotans, 658 Cedar Street, 1st Floor, St. Paul, capm@state.mn.us

Centro Cultural Chicano, 1915 Chicago Ave. S., Minneapolis, infocenter@centromn.org

CLUES, 220 S. Robert St., Ste. 103, St. Paul, info@clues.org

Council for Minnesotans of African Heritage, 332 Minnesota Street, Suite E1240, St. Paul, COBM@state.mn.us

Minnesota Coalition for the Homeless, 2233 University Ave W Ste 434, Saint Paul, info@mnhomelesscoalition.org

Minnesota Council on Latino Affairs, One West Water Street, Suite 240 Saint Paul, mcla.desk@state.mn.us

Upper Midwest American Indian Center, 1035 W Broadway Ave, Minneapolis, sn.user@umaicmn.org

Arrowhead Economic Opportunity Agency, 702 3rd Avenue S., Virginia, scott.zahorik@aeoe.org

MICAH, 463 Maria Ave., St. Paul, info@micah.org

CoC Region	CoC Coordinator Contact Info	Meeting Schedule
Suburban Metro Area Counties (SMAC): Anoka, Carver , Dakota, Scott, and Washington Counties	Abby Guilford SMAC Coordinator 763.458.9790 abby@mesh-mn.org	<ul style="list-style-type: none"> Contact Abby for the SMAC process and meeting date, time and location
Hennepin County	Laura DeRosier Hennepin County 218.391.6734 laura.derosier@hennepin.us	<ul style="list-style-type: none"> Contact Laura for the meeting date, time and location
Ramsey County	Loni Aadalen Ramsey County 651.266.4116 loni.aadalen@co.ramsey.mn.us	<ul style="list-style-type: none"> Third Friday of the month from 9:00 to 11:00 a.m. Lutheran Social Services, Room 1-C, 2485 Como Avenue, St. Paul, MN 55108
Central	AG Huot Central MN Housing Partnership 320.259.0393 ag@cmhp.net	<ul style="list-style-type: none"> First Tuesday of the month from 1:00 to 3:00 p.m. St Cloud Public Library
Northeast	Cara Lundquist Northeast MN CoC Co-Coordinator 218.213.1306 clundquist@live.com Patty Beech-Dziuk Northeast MN CoC Co-Coordinator 218.525.4957 pattybeechconsulting@gmail.com	<ul style="list-style-type: none"> Bimonthly, 10:00 a.m. to noon, second Thursday of the month (February, April, June, August, October, December) at IRRRB in Eveleth, MN Meeting schedule can be found at neminnescotacontinuumofcare.org
Northwest	Becky Schueller Northwest CoC Coordinator 218.760.9470 (text or email preferred) nwmncoc@bemidjiconsulting.com	<ul style="list-style-type: none"> Third Thursday of the month from 10:00 a.m. to noon Contact Becky for meeting locations
Southeast	Jennifer Prins Three Rivers Community Action 507.732.8577 jprins@threeriverscap.org	<ul style="list-style-type: none"> Third Thursday of the month from 9:30 a.m. to noon Rotates between Rochester, Owatonna and Mankato Find the meeting schedule and locations at http://threeriverscap.org/continuum-of-care/minutes

CoC Region	CoC Coordinator Contact Info	Meeting Schedule
Southwest	Justin Vorbach SW Minnesota Housing Partnership 507.530.2942 justinv@swmhp.org	<ul style="list-style-type: none"> • Second Thursday of the month from 10:00 a.m. to noon • Odd number months at the Kandiyohi Health and Human Services Building • Even number months at United Community Action in Marshall
St. Louis County	Stacy Radosevich (interim) St. Louis County 218.725.2543 radosevichs@stlouiscountymn.gov	<ul style="list-style-type: none"> • Third Wednesday of the month from 1:00 p.m. to 3:00 p.m. • Cotton Town Hall; locations may vary; contact Stacy to confirm
West Central	Carla Solem West Central MN CoC Coordinator 701.306.1944 h2hcoordinator@gmail.com	<ul style="list-style-type: none"> • Second Thursday of the month from 1:00 to 3:00 p.m. • Contact Carla for meeting locations

DEPARTMENT OF EMPLOYMENT AND ECONOMIC
DEVELOPMENT (DEED)

AP-15: Expected Resources

The State of Minnesota DEED receives Community Development Block Grant (CDBG) funds annually from HUD with 85% of its annual allocation and award grants to local units of government for general community development projects such as housing and commercial rehabilitation and public facility activities. The remaining 15%, administered by the Office of Business Finance, is designated specifically for economic development projects known as the **Minnesota Investment Fund (MIF) Revolving Loan Fund (RLF)**.

Upon submittal of an application by an eligible applicant, DEED awards the MIF grant to a local unit of government in an amount up to \$1,000,000 to assist with the start up or expansion of a qualified business. When repayment of the loan occurs, DEED allows the local government to retain the funds. All loan repayments are considered “Program Income” (PI) and since the local government is permitted to retain the PI, the loan payments must be placed in a separate Revolving Loan Fund (RLF) to fund the same activities that generated the PI. Therefore, the RLF must be used specifically for future economic development activities.

Whereas, the **Small Cities Development Program (SCDP), Program Income (PI)** is defined as income of \$35,000 or more generated in a federal fiscal year (October 1 - September 30) by SCDP funds from past and open grants. These should be accounted for and reported separately. Reporting is due October 15th each year.

If a grantee receives less than \$35,000 in a fiscal year, it is not considered Program Income but referred to as Local Income.

Program Income and Local Income funds generated could include:

- Loan repayments (with interest, if applicable).
- Proceeds from the sale of property in which SCDP funds were used.
- Interest earned on the Program Income itself.

Program Income from previous grants must be used before newly awarded grant funds can be disbursed. Program Income must be listed as leverage on applications and is expected to be drawn prior to drawing awarded funds.

Program Income and Local Income must be reused in a manner consistent with what was stated in the funding application, grant agreement, SCDP program requirements (federal objective, environmental, labor standards and etc.) and their respective Program Income Reuse Plan. After closeout, if grantees wish to use Program Income or Local income generated for something other than the activities that generated the income, SCDP staff should be consulted.

AP-30 Method of Distribution - 91.320(d)&(k)

DEED Funding

DEED funding covered by this Action Plan is distributed in a competitive funding opportunity. The results of this funding process is reflected in the priorities and specific objectives outlined in the State's 2019 Annual Action Plan Table of Objectives and Outcomes.

Following are the criteria used for distributing DEED funding:

1. Funding Allocation by Percentages	<p>DEED funding will be allocated on the following percentages and criteria:</p> <ul style="list-style-type: none"> • 30% for Single Purpose • 55% for Comprehensive Applications • The remaining 15% allocation is designated for DEED's federal economic development set-aside. • If there is not a need from the unit administering federal economic set-aside funds, these funds will go towards SCDP projects, which would be approved by the Commissioner of DEED. • Allocation percentages may be modified by the Commissioner of DEED if it is determined that there is a shortage of fundable applications in any category, as allowed in State Rules. • DEED does not distribute funds based on specific geographic area.
2. Required Statements Review & MOD Calculation	<p>The Request for Proposal (RFP) include the electronic and hard copy versions of the application, fully completed and submitted by the deadline. The required documents will be evaluated on a competitive basis and criteria:</p> <ul style="list-style-type: none"> • Grants are typically 30 month projects but may longer depending on various factors including, but not limited to timing of HUD release of funds and disasters affecting the project area. • 20% of fund are allocated towards administration with a maximum of 15% of projects cost to grantees and 5% for state staff.
	<p>MOD Calculation are based on the following criteria:</p> <ul style="list-style-type: none"> • The State subtracts from the CDBG Award the amount it sets aside for State Administration: $\\$100,000 + 3\% = \\$ \text{ of CDBG Award}$ $2\% = \text{match (Administration)}$ $1\% = \text{no match (Administration for Technical Assistance)}$
3. Availability and Determination of Funds <ul style="list-style-type: none"> • Reverted funds • Program Income 	<ul style="list-style-type: none"> • Added to the current SCDP allocation are funds reverted from grantees who did not spend their total grants awarded to them in previous fiscal years. • In addition, grantees must bring forward any Program Income (PI) they have and spend it first before any new CDBG award funds will be released from DEED. • In the event of a disaster, the State of Minnesota reverses the right to use funds for any eligible CDBG activity to an eligible grantee. Awarded applicants who have Program Income must expend before any new CDBG funds will be disbursed as per grantees approved Program Income Plan. <p>Once the State has determined a total SCDP allocation available for award, it allocates this total to the Comprehensive and Single Purpose grant budget based on the Comprehensive funds which is at 62% and Single Purpose funds which is 38%.</p>

As of September 30, 2018, in the recent report, the Minnesota Investment Fund Revolving Loan Fund has a balance of **\$7,575,942.**

Please refer to the table below.

Local Government	PI balance on 9/30/18	Contact Information
Backus	\$126,851.80	(218) 947-3221
Bagley	\$26,776.01	(218) 694-2865
Bemidji	\$238,402.25	(218) 759-3560
Cass County EDC	\$16,791.06	(218) 547-7262
Cold Spring	\$636,834.06	(320) 685-3653
Deerwood	\$4,070.26	(218) 534-3152
Faribault	\$596,512.74	(507) 334-2222
Fosston	\$272,983.00	(218) 435-1959
Freeport	No Data	(320) 836-2112
Granite Falls	\$721,221.49	(320) 564-3011
Hector	No Data	(320) 848-2122
Heron Lake	\$172,747.56	(507) 793-2826
Howard Lake	No Data	(320) 543-3670
Kasson	\$125,931.41	(507) 634-7071
Lake Crystal	\$215,447.62	(507) 726-2538
Lowry	No Data	(320) 283-5411
Maple Lake	\$216,890.17	(320) 963-3611
Meeker County	No Data	(320) 693-5272
Motley	\$177,485.89	(218) 352-6200
Mountain Lake	\$326,093.37	(507) 427-2999
Murray County	\$106,146.00	(507) 836-6023
New Ulm	\$420,254.63	(507) 359-8233
North Branch	\$285,032.53	(507) 359-8233
Olivia	No Data	(320) 523-2361
Owatonna	\$350,256.00	(507) 444-4300
Perham/WCI	\$456,337.58	(218) 346-4455
Pine Island	No Data	(507) 356-4591
Pine River	No Data	(218) 587-2440
Pipestone	\$18,955.74	(507) 825-3324
Plato	\$68,952.09	(320) 238-2432
Preston	\$1,500.00	(507) 765-2153
Prior Lake	\$125,107.64	(952) 447-9800
Rockford	\$279,732.00	(763) 477-6565
Sauk Rapids	\$3,482.00	(320) 258-5300
Stevens County EIC	\$329,290.43	(320) 858-2609
Swift County	No Data	(320) 842-4769

Wabasso	\$229,735.11	(507) 342-5519
Wadena	\$113,264.82	(218) 631-7707
Winona	No Data	(507) 457-8234
Worthington EDC	\$581,133.98	(507) 372-8000
Worthington	\$331,722.95	(507) 372-8000
Total:	\$7,575,942.19	

As of September 30, 2018, in the recent report, the Small Cities Development Program, Program Income has a balance of **\$4,112,556**.

Please refer to the table below.

Local Government	PI balance on 9/30/18	Contact Information
Brainerd	\$119,786	(218) 828-2307
Clay County	\$49,000	(218) 299-5011
Dodge Center	\$49,870	(507) 374-2575
Faribault	\$464,841	(507) 334-2222
Foley	\$88,420	(320) 9687260
Freeport	\$43,869	(320) 836-2112
Hutchinson	\$105,249	(320) 587-5151
Ivanhoe	\$42,951	(320) 694-1738
Janesville	\$51,450	(507) 348-3701
Lafayette	\$60,989	(507) 228-8241
Lake County/Knife River	\$37,602	(218) 834-8310
Marshall	\$539,290	(507) 537-6760
Murray County	\$310,046	(507) 836-6023
New Prague	\$686,969	(952) 758-4401
Olivia	\$422,034	(320) 523-2361
Pierz	\$66,953	(320) 468-6471
Preston	\$56,802	(507) 765-2153
Red Wing	\$0	(651) 385-3600
Sauk Centre	\$70,713	(320)352-0121
Thief River Falls	\$16,248	(218) 681-2943
Wabasha County	\$26,548	(651) 565-4568
Wadena	\$143,019	(218) 631-7707
Waseca	\$66,230	(507) 835-9700
Willmar	\$226,154	(320) 235-4913
Winona	\$50,037	(507) 457-8234
Total:	\$3,812,556	

Contingency Provision Language

The expected amount available this year is an estimate due to delayed FFY 2019 budgets. We expect the final amount to not be substantially different than what is estimated. Should the expected annual allocation be different (more or less) than anticipated during Minnesota's citizen participation process of this plan, the agency's will continue to run their programs as described throughout this plan, and will adjust based on increases or decreases to maximize expected outcomes accordingly.

Program Specific-CDBG

SCDP Special Needs Activities

SCDP funds may be used for affordable housing development that assists special needs populations. The SCDP is flexible and can assist special needs populations in a variety of ways, including rehabilitation of homes, shelters, or community centers that serve these populations. These applicants will follow the regular SCDP process that is currently in place.

SCDP Disaster Response Activities

DEED may allocate reverted dollars from previous or current SCDP funds for use in a federal- and/or state-declared disaster response. The type of response will be determined based on the needs in the disaster area and the other resources that may be available. All other available resources must be accessed prior to the use of SCDP funds. All recipients of assistance will need to meet SCDP requirements. These applicants will follow the regular SCDP process that is currently in place.

Program Income

Program income is income received in excess of \$35,000 in a federal fiscal year by a grantee or a sub-recipient as a result of the activities supported by Minnesota CDBG funds. Grantees or sub-recipients will follow the requirements set by DEED (SCDP) in addition to all HUD program income regulatory requirements. HUD Requirements can be found at 570.489(e).

Program Income (PI) is defined as income generated by the SCDP-funded activities, which include but is not limited to:

- Loan repayments (with interest, if applicable);
- Proceeds from the sale of property purchased with SCDP funds; or
- Interest earned on the PI itself, once back under the control of the Grantee.

All communities that currently have PI on hand and intend on applying for a new SCDP grant must bring the current PI as leveraged funds unless repayment agreements are already in place for use of these funds. All awarded grants with PI on hand will reduce draws based on distribution plans of those funds to the awarded projects.

Internal SCDP Monitoring Procedures

All grants will be monitored to determine whether or not the grant activities meet the following: federal objective, eligible activities, grant and financial management, activity specific and grant progress.

There are two types of monitoring conducted:

- Onsite Monitoring
- Desk Monitoring-ongoing

Onsite monitoring will be completed at least one time within the grant period. The goal is to monitor each grantee early enough to prevent problems but late enough to review grantee performance and progress. A monitoring checklist will be used at the visit with a description of a concern or a finding if applicable. Upon monitoring completion staff will input data into the monitoring spreadsheet.

The following is the onsite monitoring process:

- Notification of visit: The grantee and administrator will be emailed or called to set up the monitoring appointment and provided the monitoring checklist for preparation.
- Entrance meeting onsite(describing the process) will occur between the state, grantee, and administrator;
- State monitoring conducted using monitoring checklist: see areas reviewed in next section;
- Exit Meeting: Provide positive feedback and discuss findings/concerns;
- Cover letter and monitoring report written and approved by director prior to mail out;
- Notification of results to mayor and administrator: Cover letter and report;
- Follow up to clear Findings within 60 days from report date (when possible).

Areas reviewed will consist of:

- Activity Eligibility and National Objective;
- Grant and Financial Management;
- General areas of review: environmental, fair housing, labor standards- if applicable, grant progress, policies/procedures, and individual case files

Desk monitoring consists of DEED reviewing the items below at any time during the grant period:

- Annual Reports/Performance Measurements
- Disbursement Requests
- Labor Standards-Notice of Contract Awards and Final Reports
- Policies and procedures
- Environmental
- Requested information

SCDP Allowable Pre-Agreement Costs

200.458 Pre-award costs. Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.

To minimize additional workload on grantees and the state, as established in 2 CFR 200.485 requirements, this plan includes implementation and incurring of pre-award costs if and when the grantees complete the following documentation in its local files.

The purpose of this communication is to advise grantees about eligible SCDP expenditures and allowable pre-agreement costs. The following expenses may be incurred prior to the executed grant agreement:

- Costs incurred to attend the Small Cities Development Program (SCDP) Implementation Workshop.
- Costs incurred to complete an environmental review.
- Grant start-up activities (i.e. Policies and Procedures).
- Costs incurred to accept applications and determine scope of work.

Grantee must document in file:

- The grantee documents that the costs incurred prior to grant award are necessary for efficient and timely performance of the activity in question.
- The grantee documents that the costs are for eligible activities under the regulations for the applicable funding program.
- The grantee documents that the grantee has complied with all other requirements for pre-award costs under the regulations for the applicable funding program.

We cannot reimburse you for allowable pre-agreement costs until you have all of the following:

- An executed grant agreement with us.
- Cleared the SCDP environmental review process.
- Cleared any special conditions necessary.
- Citizen participation process is complete.

MINNESOTA DEPARTMENT OF HUMAN SERVICES
(DHS)

AP-30 Method of Distribution - 91.320(d)&(k)

ESG Funding

ESG Funding for Emergency Shelter activities covered by this Action Plan is distributed in a competitive funding opportunity. The results of this funding process is reflected in the priorities and specific objectives outlined in State's 2019 Annual Action Plan Table of Objectives and Outcomes.

ESG funds distributed for prevention and rapid re-housing under this Action Plan were distributed through an amendment process to existing ESG prevention and rapid re-housing sub-recipients (who were selected through a previous competitive process in 2017). The decision to provide funding through the amendment process was made due to the low probability of the State receiving additional ESG funds, and the satisfactory performance of existing sub-recipients. Taken together, the ESG Shelter, Prevention and Rapid Re-Housing funding address three of the State's priority objectives for ESG funding:

SL-1.1 Provide safe, adequate emergency shelter for those not yet re-housed or diverted from shelter.

SL-1.1 Stably rehouse homeless persons and those at-risk of homelessness

SL-1.1 Ensure homeless families and individuals transition to stable, long-term housing situations.

Following are the criteria used for distributing FFY2019 ESG funding for emergency shelter:

Activity Type	Emergency Shelter
Scored Criteria (Total of 50 points possible)	Equity and Accessibility (10 points) <ul style="list-style-type: none">• Efforts to hire and retain staff that reflect the population being served.• Actions taken to respond to the needs of cultural and ethnic groups.• Policies and procedures accommodate persons from LGBTQ populations,
	Emergency Shelter: Shelter Operations & Written Standards (30 points) <ul style="list-style-type: none">• Clearly described policies for each of the Written Standards components.• Consistency with Best Practices for Low-Barrier Shelter.• Effort to provide or coordinate services needed by shelter residents.• Clear description of policies around length of stay and involuntary discharge process (including appeals).• Agency experience in providing proposed program.• Qualified staff who are experienced in providing emergency services.
	Program Budget and Budget Narrative (10 points) <ul style="list-style-type: none">• Cost effectiveness of program (including cost per day).• Descriptive/complete budget narrative.• Reasonableness of budget.
Other Criteria	<ul style="list-style-type: none">• Financial and Administrative Capacity
	<ul style="list-style-type: none">• Previous performance including monitoring and reporting
	<ul style="list-style-type: none">• Geographic location
	<ul style="list-style-type: none">• Target Population

As noted above, during the 2017 competitive funding process, the following criteria were used in selecting the ESG Prevention and Rapid Re-Housing sub-recipients (who are now receiving ESG funding amendments under the current Action Plan):

1. Phase I: Required Statements Review	The Required documents will be evaluated on a pass or fail basis. Responders must "pass" each of the requirements identified in these sections to move to Phase II. Required documents for this RFP include the electronic and hard copy versions of the application, fully completed and submitted by the deadline.
2. Phase II: Evaluation of Technical Requirements of Proposals Points have been assigned to these component areas. The total possible points for these component areas are outline in Table 2 below:	Program Accessibility, Approach and Equity (13 points) <ul style="list-style-type: none"> • Accessibility of program • Level of implementation of best practice approaches • Program’s efforts to reach and provide services to overrepresented groups
	Program Design (25 points) <ul style="list-style-type: none"> • Agency experience providing proposed services • Staff experience and capacity to provide proposed services • Appropriate services for target population and program model • Appropriate outcomes for target population (housing programs only)
	Program Revenue and Budget (12 points) <ul style="list-style-type: none"> • Cost effectiveness of program • Detailed information on revenue sources • Diverse and sustainable funding • Descriptive/complete budget narrative • Reasonableness of budget
Other Criteria	<ul style="list-style-type: none"> • Financial and Administrative
	<ul style="list-style-type: none"> • Previous performance including monitoring and reporting
	<ul style="list-style-type: none"> • Capacity Geographic location

AP-90 PROGRAM SPECIFIC REQUIREMENTS: ESG MONITORING

Bi-annually, the DHS Office of Economic Opportunity (OEO) staff reviews all ESG grantees using a Grantee Assessment Tool (GAT) based on the HUD risk analysis tool. The tool has three broad areas of analysis:

1. General agency information, including such factors as Executive/Fiscal Director turnover, unresolved monitoring findings, agency systems and board function;
2. Program Operations, including compliance and reporting issues, partnerships and linkages and the quality of programming based on monitoring; and
3. Fiscal operations, including audit findings, unresolved fiscal problems, fiscal systems and procedures, program deficits, and accurate reporting.

The Grantee Assessment Tool (GAT) allows DHS to determine if a grantee needs immediate attention or can receive on-site monitoring as a part of the regular bi-annual rotation. In either case, the focus of the monitoring will include any risk areas highlighted by the risk analysis tool. The regular monitoring rotation ensures that grantees are monitored at least once during every grant cycle.

Grantee concerns, whether identified through the GAT process, risk analysis, or via a monitoring visit, are addressed in a timely manner. Some issues must be addressed immediately, while others are dealt with over time.

The on-site monitoring tool looks at the overall agency capacity and systems in place to deliver services determined through a guided discussion with program managers and direct service staff. This includes an overview of the strengths and challenges facing the community and participants, coordination and collaboration efforts, major staff or board changes, information systems, outcomes, fiscal systems, supportive service referral, and board function. A random selection of participant files is reviewed for specific documentation on homelessness, data privacy, disability status, case management, follow-up and supportive services. There is a verification of timeliness of grant expenditures and of homeless participation in policies and project development, ensuring that the expected number of participants is being served.

Desk monitoring, including monthly fiscal reporting, is provided throughout the grant period and consists of open communication and joint problem solving with grantees, analysis of monthly fiscal reports, annual audits, and required program reports.

Grantees receive a written monitoring report after the visit. Issues such as late reporting must be corrected immediately. Capacity building occurs as the field representative provides assistance to the grantee during the year. Program staff work collaboratively with monitoring staff to develop the new monitoring instrument, which is reviewed and updated regularly.

DHS conducts a customer satisfaction survey to secure input for program improvement and development. Training and grantee meetings are held periodically as needed. The work plan, customer satisfaction survey, ongoing open communication, and training events provide grantees with a variety of opportunities throughout the grant period to ask questions and provide feedback.